Application for RECORDS DISPOSITION STANDARD

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
		Date Received	Application No.	Date Completed
2. Agency Application No.		MAR 19 1973	73-156	MAR 22 1973

3. AGENCY, Division, Subdivision & Administering Office Address	4. Person to Contact
Department of Administrative Services Purchasing & Supplies Division Mitchell-Pryor Building Atlanta, Georgia	Ron Boerner

5. Working Title	6. Tel. No.
RMO	656-5523

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title
1959 to Date	RATING Vendor Credit Reference Files

10. What is the function of the office in which this record series is created?

The Division is responsible for the establishment of standardized product specifications for all items purchased by State agencies; it establishes rules and procedures for the submission of bids by vendors; and reviews for approval or disapproval all purchase requisitions prepared by State agencies.

11. This file contains the following documents (include form numbers and titles, if any,

Documents relating to the credit standing of vendors desiring to do business with the State.

Included are: commercial credit ratings (such as Dunn & Bradstreet Reports) and financial statements and credit reference reports submitted by vendors.

The file is arranged alphabetically by vendor.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	3 1/2	5
Record Center Boxes		5		In Office(s) In Storage Area(s)	

	This Year's	Last Year's	Preceding Year's	All Prior Years'
AVERAGE DAILY REFERENCES	20	5	1	-

Form: AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[X]	[ ]
14. Is there a duplication of this series in another office or agency?	[ ]	[X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[ ]	[X]
16. Does the series contain classified information requiring security handling?	[ ]	[X]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[X]
18. Could the function be performed if the files were lost or destroyed?	[X]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[X]
20. Does the record series provide data as input to an EDP file?	[ ]	[X]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[ ]	[X]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ]	[X]

24. REQUIREMENTS. The following requires the files to be kept _____2_____ years:

a.[ ]STATE   b.[ ]STATUTE OF   c.[ ]AUDIT   d.[ ]FEDERAL   e.[XX]ADMINISTRATIVE   f.[ ]HISTORICAL
   LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
        (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[ ]CALENDAR YEAR   -[X]FISCAL YEAR   -[ ]OTHER _____ ,then:

[X] Hold in the current files area _____ month(s)/__1__ year(s):
[X] Transfer to [X] State Records Center [ ] Local Holding Area; hold __1__ year(s):
[X] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) Ronald W. Boerne	Date 3/14/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	R. D. Wallace	3/15/73
	State Auditor/Designee [X] Approved [ ] Disapproved	William M. Ison	3-20-73
STATE RECORDS COMMITTEE	Secretary of State/Designee [X] Approved [ ] Disapproved	Carroll Hyd	3-19-73
	Attorney General/Designee [X] Approved [ ] Disapproved	R. A. Bell	3-20-73